

JOB DESCRIPTION
MURFREESBORO PARKS AND RECREATION DEPARTMENT
PART-TIME GYM SUPERVISOR

1. JOB TITLE: GYM SUPERVISOR

2. DEFINITION: The part-time Gym Supervisor is responsible for the operation of the assigned athletic facilities during the absence of the Athletic Coordinator or Assistant Athletic Coordinator. The employee supervises part-time employees, answers the telephone and monitors the gymnasium and adjacent areas such as the racquetball courts, tennis courts and multipurpose field. The Gym Supervisor reports directly to the assigned supervisor. All employees are responsible to the City Manager. This position is classified as Non-Exempt for the purposes of the Fair Labor Standards Act, as having a possible occupational exposure to bloodborne pathogens, and as Safety Sensitive; the employee is subject to pre-employment, reasonable suspicion, post-accident, random, promotion and transfer, return to duty and follow-up drug and alcohol testing.

3. EQUIPMENT/JOB LOCATION:

- a. The employee operates a telephone, copy machine, ball pumps, adjustable basketball goals, erects volleyball nets and standards, and other recreational equipment.
- b. The employee works indoors and outdoors at the assigned recreational facility. All City facilities are smoke free. The employee may be exposed to loud noises.

4. ESSENTIAL FUNCTIONS OF THE JOB:

- a. Plans, implements, initiates, coordinates and monitors a comprehensive program of athletic and recreational activities which meets the needs of people of all ages, interests and abilities.
- b. Conducts and actively participates in scheduled athletic and recreational activities.
- c. Opens and closes the assigned areas as needed.
- d. Oversees and monitors the gym, racquetball courts, tennis courts and multipurpose field.
- e. Supervises other part-time employees.
- f. Answers the phone, takes messages or directs calls to appropriate staff.
- g. Assists the public as they come into the facility or call on the telephone.
- h. Observes and enforces all rules and regulations of the facility.
- i. Handles disciplinary issues.
- j. Assists in keeping accurate records of attendance, inventory and maintenance.
- k. Makes visual counts of attendance in different areas of the facility.
- l. Disperses recreational equipment to patrons.
- m. Complies with departmental rules including rules on attire.
- n. Assists in keeping assigned areas, equipment and supplies neat, orderly and clean.
- o. Serves as game official or referee.
- p. Stands, stoops, walks, bends, climbs stairs, lifts and carries recreational supplies and equipment.

5. ADDITIONAL EXAMPLES OF WORK PERFORMED:

- a. Collects funds, issues receipts and records transactions.
- b. Provides first aid as needed.
- c. Performs other duties and special projects as assigned.

6. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- a. Must be eighteen years of age.
- b. Must have legal authorization to work in the United States.
- c. Graduation from an accredited high school or equivalent.
- d. Must not have been convicted of or pleaded guilty to or entered a plea of nolo contendere to any felony charge or to any violation of any federal or state laws or city ordinances relating to force, violence, theft, dishonesty, gambling or controlled substances.
- e. Experience working in a recreational facility is preferred.
- f. Previous supervisory experience preferred.
- g. Experience working with children and youth age 17 and under preferred.
- h. Knowledge of organized recreational and athletic activities preferred.
- i. Ability to work flexible hours with evening, weekend and holiday work required.
- j. Must possess good communications skills and have the ability to follow and give oral and written instructions.
- k. Ability to handle inquiries and problems efficiently and direct to the proper staff members.
- l. Ability to report on time for work and notify the appropriate individual in advance if unable to work.
- m. Ability to establish and maintain an effective working relationship with other employees and the public.
- n. Ability to make accurate visual counts of persons in attendance.
- o. Ability to perform a variety of tasks simultaneously or in rapid succession.
- p. Ability to concentrate and accomplish tasks despite interruptions.
- q. Work is performed typically standing, walking, bending, climbing stairs, stooping and lifting equipment and objects weighing up to forty (40) pounds.

Non-Exempt
Safety Sensitive
7/11/03